



# HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

## ACCOUNTING SPECIALIST BURLINGTON TELECOM

**POSTING DATE:** March 19, 2015

**RATE OF PAY:** \$18.93/hour

**EXEMPT/NON-EXEMPT:** Non-Exempt

**DEADLINE TO APPLY:** March 30, 2015

**POSITION STATUS:** Limited Service Full Time

**CLASSIFICATION GRADE:** BT 3

**UNION:** N/A

### **APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE**

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This position will perform across the range of accounting functions such as daily administration of cash receipts, accounts payable functions, inventory control, accounts receivable support and general business office functions.

#### **ESSENTIAL FUNCTIONS:**

- Assist in the preparation and maintenance of the processes and procedure manual for the handling of accounts payable, cash receipts, and inventory control. Receive, enter, track and reconcile all cash receipts and prepare daily reports.
- Prepare, track and reconcile all Telecom accounts payables.
- Prepare weekly accounts payable vouchers.
- Prepare and maintain 1099 forms on a yearly basis.
- Receive and maintain record of incoming telephone calls; direct calls to appropriate personnel or department.
- Order, receive, and maintain all office supplies/ equipment within the approved budget.
- Provides administrative/clerical support including but not limited to mail distribution, preparation of correspondence materials, filing, and maintenance of credit card, office keys, and petty cash.
- Ensure all internal control processes are completed monthly.
- Coordinate travel arrangements for Telecom personnel.
- Establish, compile and maintain records of quantity, type and value of equipment.
- Verify physical inventory to software system. Investigate for errors and report discrepancies to management.
- Compile and manage information upon receipt or disbursement of inventory items.
- Prepare and maintain list of depleted, defective and unusable items.
- Maintain proper storage of received equipment.
- Prepare and submit inventory reports to management.
- Other activities and projects as required in support of the General Purpose of the position

#### **QUALIFICATIONS/BASIC JOB REQUIREMENTS:**

- Associates Degree in Accounting or related field or have 4 years equivalent work experience.
- Ability to operate a variety of Microsoft Office software programs including but not limited to Word, Excel, and Access required.
- Ability to operate fax machines, copiers, printers, and postage machines.
- Ability to interact with co-workers and members of the public in a professional and courteous manner required.
- An enquiring mind, a desire to learn and a pride in output
- The ability to look for ways to perform operations more efficiently and effectively, while ensuring and improving quality and consistency of output
- Ability to multi-task in a fast paced office environment required.
- Ability to handle large quantities of information and keep information organized and accessible; excellent organizational skills required.
- Ability to communicate effectively both orally and in writing required.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Knowledge of telephony, cable tv, and internet industry practices beneficial but not essential.
- Ability to work nights, weekends and holidays if required.
- Ability to maintain confidential information.

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**To Apply: Submit resume and a City of Burlington Application to:** Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR)

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact

Human Resources Department at 865-7145.

**WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.**